



**Code: 4630**

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Building Maintenance and Operation

Series: Painting Trade

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## **CLASS TITLE: GENERAL FOREMAN OF PAINTERS**

### **CHARACTERISTICS OF THE CLASS**

Under direction, functions as a second level supervisor, directing and coordinating the work of Foremen of Painters and their crews engaged in the preparation and painting of interior and exterior walls, structures and surfaces of municipal facilities; and performs related duties as required

### **ESSENTIAL DUTIES**

- Studies blueprints and project specifications and inspects work sites to assess project size and scope, prepare work orders and determine resources needed to complete jobs
- Prioritizes, schedules and assigns work to foremen and their crews based on the extent of work required, urgency and availability of resources
- Reviews initial and final cost estimates prepared by foremen for completeness and appropriateness
- Inspects work performed by painting crews to ensure completion according to specifications, work schedules and established quality standards
- Troubleshoots complex painting projects and recommends alternative strategies, paint products or equipment
- Reviews project status reports prepared by foremen and reallocates resources to ensure projects are completed in a timely, efficient and effective manner
- Coordinates painting work with other trades to ensure orderly and efficient work processes
- Develops and oversees the implementation of work and safety procedures and coordinates staff training
- Oversees the preparation of and completes staff performance appraisals and initiates and administers corrective or disciplinary action as needed
- Reviews and approves time and attendance records submitted by foremen
- Prepares project management reports
- Participates in streamlining departmental procedures, creating cost efficiencies and improving customer service

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Successful completion of a U.S. Department of Labor registered painting apprenticeship training program and journeyman status supplemented by four years of progressively responsible journey level painting experience including two years of supervisory experience, or an equivalent combination of training and experience

#### **Licensure, Certification, or Other Qualifications**

- Some positions may require a valid State of Illinois driver's license
- Some positions may require the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability

- Some positions may require an OSHA 10 Card
- Some positions may require an EPA Lead Abatement Certification

### **WORKING CONDITIONS**

- General office environment
- Exposure to outdoor weather conditions
- Exposure to loud noise, fumes or dust
- Work performed using scaffolds and ladders

### **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machines, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Standard tools and equipment of the painting trade (e.g., painters grip, taping knives, brushes, rollers, roller handles, extension poles)
- Ladders and scaffolding
- Standard power and hand tools and equipment of the painting trade (e.g., pressure washer, spray pump, air compressor, gravity-fed sprayer, boom, scissor lift)

### **PHYSICAL REQUIREMENTS**

- Ability to stand and walk for extended periods of time
- Ability to bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to climb staircases, ladders, and/or step stools

### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

#### **Knowledge**

Advanced knowledge of:

- \*tools, materials, processes and techniques of painting trade
- safety procedures for using painting and finishing tools and equipment
- proper disposal methods for paints, chemicals and cleaning supplies
- methods for rigging scaffolding
- applicable safety and code standards specific to the painting trade, including OSHA standards

Moderate knowledge of:

- \*applicable federal, state, and local laws, regulations, and guidelines
- \*supervisory principles, methods, practices, and procedures

Knowledge of applicable City and department, policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Foreman of Painters class

#### **Skills**

- \*ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision-making

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- \*ACTIVE LISTENING – Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
  - \*CRITICAL THINKING – Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
  - MONITORING – Monitor and assess performance of one’s self, other individuals, or organizations to make improvements or take corrective action
  - \*MANAGEMENT OF MATERIAL RESOURCES – Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
  - \*MANAGEMENT OF PERSONNEL RESOURCES – Motivate, develop, and direct people as they work and identify the best people for the job
  - \*INSTRUCTING – Teach others how to do something
  - EQUIPMENT MAINTENANCE - Perform routine maintenance on equipment and determine when and what kind of maintenance is needed
  - \*EQUIPMENT SELECTION – Determine the kind of tools and equipment needed to do a job
  - \*TROUBLESHOOTING – Determine causes of operating errors and decide what to do about it
- Other skills as required for successful performance in the Foreman of Painter class

**Abilities**

- COMPREHEND ORAL INFORMATION – Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK – Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION – Read and understand information and ideas presented in writing
- WRITE – Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS – Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS – Apply general rules to specific problems to produce answers that make sense

Other abilities as required for successful performance in the Foreman of Painter class

**Other Work Requirements**

- PERSISTENCE – Persist in the face of obstacles on the job
- INITIATIVE – Demonstrate willingness to take on job challenges
- STAMINA – Demonstrate energy and stamina to accomplish work tasks
- LEADERSHIP – Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY – Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING – Analyze information and use logic to address work or job issues and problems

Other characteristics as required for successful performance in the Foreman of Painter class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
February, 2013